



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF TEXAS

110 N. College Ave. 9th Floor - Tyler, TX 75702 Telephone 903-590-3212 - FAX 903-590-3226

POSITION VACANCY ANNOUNCEMENT

Position: Case Administrator - Plano, Texas

Minimum Beginning Salary \$ 34,408

Job Posting 2005-2

Classification Level (CL) 25

Applications: Received No Later Than Friday, April 15, 2005

The Clerk of the United States Bankruptcy Court for the Eastern District of Texas is accepting applications for the position of **Case Administrator** in the **Plano** office. This is a permanent, full-time position with full federal benefits.

REPRESENTATIVE DUTIES: The Case Administrator receives and processes new bankruptcy petitions and related documents. The incumbent in this CM/ECF court manages the progression of the bankruptcy cases and related adversary proceedings from opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps and performing the necessary noticing, administrative and clerical tasks as assigned. The position requires high volume, multi-tasking clerical work and is not a management or supervisory position.

QUALIFICATIONS: Applicants must be able to work in a fast-paced, multi-faceted organization that requires flexibility as well as outstanding organizational, interpersonal and customer service skills. The incumbent should possess strong computer skills. To qualify for the position of Case Administrator, a person must be a high school graduate or equivalent and have the following experience:

GENERAL EXP.: Clerical or administrative experience providing a knowledge of office clerical practices (typing/computer skills, filing, telephone, record-keeping, distributing mail.)

SPECIALIZED EXP.: Two years specialized experience, including at least one year equivalent to work at CL-24. Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures; i.e., the routine use of keyboard skills, use of specialized terminology, and a demonstrated ability to apply a body of rules, regulations, directives or laws (experience found in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters, personnel/payroll offices.)

EDUCATIONAL SUBSTITUTIONS: Education above the high school level may be substituted for required general experience (not specialized experience) on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

PROCEDURE: Submit an **Application for Judicial Branch Federal Employment (AO-78 dated 6/03)** to Carol Thompson, HR, U. S. Bankruptcy Court, 110 N. College Ave., 9th Floor, Tyler, TX 75702 (903-590-3212.) Carol.Thompson@txeb.uscourts.gov - See the court's web site at www.txeb.uscourts.gov for **federal application and procedure**. The court is an Equal Opportunity Employer.

INFORMATION: The court will not pay for location or interview expenses. The position is subject to mandatory direct deposit and background investigation. **Applicants selected for interview will receive a phone call or other communication from the court.**